



Foreign Affairs Manual

14 FAM – Logistics Management

Change Transmittal: LOG-107

Date: October 6, 2011

14 FAM 540 PROCURING TRAVEL AND TRANSPORTATION

Changes

1. This Change Transmittal issues a revision to subchapter 14 FAM 520 at 14 FAM 524.3, Amending Travel Orders, subparagraph b(1): Travel orders must be amended when (1) in the case of temporary duty (TDY), the date of departure or return differs by more than 2 days from the date authorized on the original travel orders.
2. Current changes are shown in *italic* and *dark magenta* to make it easier for the reader to identify them if less than 50 percent of the text has been revised. Otherwise, all content will be shown in normal font.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
4. The office responsible for the material in this subchapter is the Office of Logistics Management (A/LM). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 14 FAM 520 (CT:LOG-79; 10-22-2010) and insert revised subchapter 14 FAM 520 (CT:LOG-107; 10-06-2011).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:LOG-107, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
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3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.